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Executive Assistant to DCI

Document No. 063 3 October 1952

Director of Training

NO CHANGE in Class. ☐

Weekly Summary Report

☐ DECLASSIFIED

Class. CHANGED TO TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 25/01/78 By: 008

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2. The Office of Training has been approached by the Chief of Linguistic Research in AFSA to participate in an inter-departmental committee on language reference materials. The main functions of the committee will be to effect coordination of effort, economy, and set up priorities for the production of needed materials among interested agencies in the government.

3. During the week ending 3 October the Office of Training has received and made recommendations for approval of 23 requests for external training in various parts of the United States.

4. A special full-time Russian Language and Area Program was started on 29 September

sponsored by the Office of Training. Six Agency career personnel are presently enrolled.

5. A new class in reading improvement for members of the State Department was begun on 29 September with sixteen senior personnel presently enrolled. The Reading Improvement Laboratory currently has ninety CIA students each day.

6. During the week ending 3 October, 161 students are enrolled in the introductory and self-study courses in the Language Training Center. In addition, the laboratory was used for a total of 444 student hours during the week.

7. A proposal for a research project to determine the psychological requirements in the duties of the intelligence officer has been approved. Work will begin soon on this study, which is designed for the double purpose of providing information for the revision of assessment procedures and of developing a guide for the systematic collection of criterion data for validation purposes.

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8. The Order of Battle Course beginning 15 September ended on 24 September. There were 18 students in attendance. A detailed report is being prepared by the Chief Instructor outlining problems and suggesting improvements. The next O/B course is scheduled to begin on 20 October. The problem of suitable space still exists. In the absence of a satisfactory solution, the course will again be presented in Room 107, R & S Building.

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9. Project [REDACTED]

Table of Organization was approved in part as submitted by the Deputy Director for Administration. Approval of remainder of personnel was withheld pending final approval of the project.

10. The Chief, Training Development Staff, and senior representative have, during this week, devoted the major portion of their time to a special high priority training project on behalf of Special Projects Staff attached to DD/P.

11. Communist Party Operations Course No. 9 is currently being presented (13 students, 1 auditor).

12. As of 3 October, 298 CIA personnel are enrolled in TR(S) training courses and 616 in TR(G) training courses, making a total of 914 in training programs under the jurisdiction of OTR as a whole.

MATTHEW BAIRD

cc: DD/A
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